

Maple Grove Community Center
12951 Weaver Lake Road Maple Grove MN 55369
Lynne Lundquist, Rental Coordinator (763) 494-6527
llundquist@maplegrovern.gov
www.maplegrovecommunitycenter.org

General Guidelines

This set of general guidelines is for your information with respect to planning. Please note that this is **not** a set of established policies, but a draft and may be changed. In the event of changes, permit applicants will be notified accordingly.

A tentative reservation may be taken over the phone and space will be held for two business weeks or 14 days prior to permit issuance for the Banquet Room and Senior Center. A payment of 50% (non-refundable) is due within two weeks of making the reservation. Reservations for dates made within two weeks of the time period of the event requires full payment within 24 hours of the next business day from the time the reservation is requested by the user. Payment is confirmation of the reserved space.

Full payment is required upon scheduling a meeting room.

All groups interested in using the Community Center must have an approved permit, contract, or lease prior to facility use. **One** contact person must be designated to make all arrangements. Arrangements specific to the event shall be coordinated through and confirmed with the Rental Coordinator prior to the event date. Users are responsible to have their permit with them when using the facility for their event.

Permit applicants must be 18 years of age or older.

Permits are approved and issued by Community Center staff based on policies and guidelines established by the Parks and Recreation Board.

Once a permit has been authorized, the holder cannot assign, transfer nor sublet to another party, the use of the facility they have reserved. Violation means forfeiture of any rental fees submitted to date for the specific permit application.

The Maple Grove Community Center is a smoke and tobacco free facility. Please notify guests of this policy to avoid any inconveniences. Designated facility grounds (outside) are "preferred" areas for persons to smoke. These areas include the Banquet Room patio, Senior Room patio, and the upper and lower Arena Entrance to the facility.

The Reservation Fee(s) cover the use of the facilities according to the hours indicated on the permit, contract or rental agreement. This permitted time is to include all set-up/clean up time required by the customer. Occupancy of the reserved facility after the time indicated on the permit will result in additional rental fees which will be deducted from the damage deposit or charged to the Facility User.

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General Guidelines (continued)

The Maple Grove Community Center provides table and chair set up and tear down. Table linens, dishware and serving items are not provided. Guest tables are 5' round tables with 8 guests seated at each. Head and gift tables are 6' x 30" rectangular tables.

The facility user is to schedule an appointment with the Rental Coordinator 2 weeks prior to their event to finalize room set-up, pay the final balance of rental fees, provide event schedule, delivery items, number of people in attendance, and/or other pertinent information necessary to complete the reservation process.

Please insure that music is stopped at 12:30 a.m. on Friday or Saturday evenings (Sunday through Thursday at 11:00 p.m.) or 1 hour before ending time stated on the facility permit.

Sound levels for facility areas are required to be controlled and maintained at a level appropriate for the room size and approved by management. This includes bands, DJs and other audio equipment.

Violation and/or failure to adhere to all guidelines may result in denial of future permits for the use of the facility and forfeiture of any fees submitted to date.

For all events in which alcohol/intoxicating liquor is being served, a security officer is required to be in attendance a minimum of 4 hours at the expense of the renter at \$40 per hour, subject to change. Please contact the Rental Coordinator for specific procedures regarding this requirement.

In the event the user or any member of the user's group intentionally causes damage to Community Center property or hinders the lawful use, by people not in the user's group the City of Maple Grove reserves the right to immediately cancel the Facility Use Permit and the user and/or user's group shall immediately vacate the premises and forfeit any payment made pursuant to this agreement. The City reserves the right to demand and receive full compensation for the unused reserved time or for damage to any City property.

Public employees may not accept gratuities, tips, food, beverages, novelties or gifts of any kind.

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Decorations

Decorations must be pre-approved by the Rental Coordinator during the permit process.

The facility user may not affix adhesives (tape) or pins to post any signs, posters, banners or other items to be hung from the walls, ceiling or windows. Contact the Rental Coordinator for possible decorating ideas.

DECORATING IS PERMITTED ONLY WITHIN THE HOURS CONTRACTED ON THE FACILITY USE PERMIT.

Candles are permitted if secured within a chimney so that there is no open flame (votives etc.), floating in water. Open flame candles are prohibited.

Confetti is not allowed. This includes MYLAR confetti. The users' and customers' safety as well as maintenance are factors for this regulation.

Balloons must be securely anchored and remain within the room unless approved by the Rental Coordinator. Exceptions will appear on the Facility Use Permit.

Bird seed and rice are prohibited to be used as decorations and/or to be thrown in the air during celebrations. The users' and customers safety as well as maintenance are factors for this regulation.

Any decorations left past the ending time stated on the Facility Use Permit will be discarded. If you wish to keep any decorations please remove them before the end of the event.

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Liquor Guidelines

Alcohol/intoxicating liquor may be served by liquor holders of an **on-sale** liquor license in the City of Maple Grove or adjacent city. The city approved liquor providers are listed below.

Alcohol/intoxicating liquor may be consumed only in area(s) stated on the permit, contract, or rental agreement (i.e. Community Room, patio - **NOT** in the hallways, corridors or restrooms).

For all events in which alcohol/intoxicating liquor is being served, a security officer is required to be in attendance a minimum of 4 hours at the expense of the renter. This cost is \$40 per hour, subject to change. Please contact the Rental Coordinator for specific procedures regarding this requirement.

Liquor providers are expected to bus all tables, remove all trash and supplies, clear tables and consolidate trash from your beverage services during and upon closing the bar/services by the end of the rental period.

Beer, wine and other alcoholic beverages may be served until 10:30 p.m. Sunday through Thursday and 11:30 p.m. on Friday and Saturday evenings. Consumption of intoxicating beverages must cease at the conclusion of the event and no later than 12:00 a.m. on Friday or Saturday. Final service of intoxication beverages (last call) shall be 30 minutes before consumption must cease. Alcohol must be served to the Facility User, their host/hostesses and guests.

The beverage providers approved to serve intoxicating liquor, beer and/or wine in the Banquet Room or Senior Center is:

Lookout Catering
8672 Pineview Lane
Maple Grove MN 55369
www.lookoutbarandgrill.com
Brenda@lookoutbarandgrill.com
763- 424-4365
Brenda Kinnan

Lynde's Restaurant and Catering
209 County Road 81
Osseo MN 55369
763-424-3696
www.lyndescatering.com
cathy@lyndescatering.com
Cathy Lynde

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Catering Guidelines

The user may arrange food service through one of the exclusive caterers used at the Maple Grove Community Center.

It is the responsibility of the facility user and/or the caterer/liquor provider to consolidate trash following food service.

NO red beverages, red wines or red juices are not allowed to be served in the Community Center. Food and/or beverages can only be served in the areas reserved by the user as approved in the reservation process and appearing on the permit, rental agreement or contract.

The four exclusive caterers for banquet room rentals are listed below.

Green Mill
1342 Grand Avenue
St. Paul MN 55105
www.greenmillcatering.com
catering@greenmill.com
nikkis@greenmill.com
612-203-3100
Nikki Sandstrom

Lookout Catering
8672 Pineview Lane
Maple Grove MN 55369
www.lookoutbarandgrill.com
Brenda@lookoutbarandgrill.com
763-424-4365
Brenda Kinnan

Holy Land Bakery & Deli
2513 Central Ave NE
Minneapolis MN 55418
www.holylandbrand.com
info@holylandbrand.com
612-781-2627
Majdi Wadi

Lynde's Restaurant and Catering
209 County Road 81
Osseo MN 55369
763-424-3696
www.lyndescatering.com
cathy@lyndescatering.com
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Damages/Deposits/Cancellations

The facility user is to schedule an appointment with the Rental Coordinator 2 weeks prior to the event date to finalize room set-up, pay the final balance of rental fees, provide an event schedule, delivery times, number to be in attendance, and/or other pertinent information necessary to complete the reservation process.

Any damage(s) to facilities and/or equipment must be reported to the Community Center Building Supervisor immediately.

The facility user forfeits the damage deposit for improper use, vandalism, damage to equipment or the facility, or excess cleaning caused by their use.

In the case of mechanical failure Facility Equipment (i.e. Ice Arena, Pool, etc.), the User will be notified by the Center staff as soon as possible. The Community Center Management shall have the exclusive authority to determine whether the facility surface or the room's environment is in usable condition, and shall not be liable to User for the consequences of any cancellation other than to supply user with substitute rental time provided to the User.